



Rhodes State College
Borra Center for Health Sciences
Emergency Response and Safety Plan

Table of Contents

Chapter 1 – Introduction

- 1.1 Purpose
- 1.2 Scope
- 1.3 Coordination with Additional Plans

Chapter 2 – Resources and Contacts

- 2.2 Borra Center for Health Sciences Emergency Response and Safety Plan
- 2.2 Campus Emergency Guide
- 2.3 Safety and Security
- 2.4 Lima Fire Department
- 2.5 Lima Police Department
- 2.6 Borra Center for Health Sciences Building Coordinator

Chapter 3 – Emergency Communication

- 3.1 Rhodes Alert
- 3.2 Safety and Security Personnel
- 3.3 Fire Alarm System
- 3.4 Telephone
- 3.5 Blue Light Emergency Phones

Chapter 4 – Employee/Staff Expectation

Chapter 5 – Emergency Procedures and Responses

- 5.1 Shelter in Place
- 5.2 Evacuation
- 5.3 Weather
- 5.4 Fire
- 5.5 Medical Emergencies
- 5.6 Active Shooter/Killer
- 5.7 Workplace Violence
- 5.8 Suspicious/Unusual Person
- 5.9 Robbery
- 5.10 Students in Crisis
- 5.11 Power Outage
- 5.12 Maintenance Issues
- 5.13 Emergency Closing

Chapter 6 – Training and Plan Maintenance

- 6.1 Training Responsibility
- 6.2 Plan Maintenance

Appendix

Appendix A – 1st floor Borra Center for Health Sciences Building Layout with Legend

Appendix B – 2nd floor Borra Center for Health Sciences Building Layout with Legend

Appendix C – Evacuation Map 1st floor Borra Center for Health Sciences

Appendix D – Evacuation Map 2nd floor Borra Center for Health Sciences

Chapter 1 – Introduction

3.4 Purpose

The purpose of this plan is to establish set procedures that promote, plan and establish training for situational emergency response as required by Campus Policy, applicable regulatory codes and accepted industry standards.

3.4 Scope

This plan applies to all faculty, staff, students, and visitors to the Borra Center for Health Sciences (Borra Center)

3.4 Coordination with Other Plans

This plan coordinates with additional Rhodes state College Policies and Procedures, the Campus Emergency Guide, Safety and Security Procedures, and Borra Center Building Access Procedures.

Chapter 2 – Resources and Contacts

2.1. Safety and Security Department – 419.995.8499

The Rhodes State College department in charge of safety and security of the Borra Center. A uniformed Security Officer is located at the Borra Center during all times the building is open.

2.2. Campus Emergency Guide – www.rhodesstate.edu/safety-and-security

The Campus Emergency Guide is to give faculty, staff, and student's guidance on how to handle various emergencies on the Rhodes State campus, including the Borra Center. The Campus Emergency Guide is located on the Rhodes State College webpage under the Safety and Security section.

2.3. City of Lima First Responders – Lima Police Department and Lima Fire Department – 911

Fire, Police and EMS services are provided by the City of Lima. Contact them by calling 911. The Lima Police Department is located directly across Market St. from the Borra Center. Lima Fire Department/EMS is located 1 block south of the Borra Center on Main St.

2.4. Borra Center Building Coordinator – 419.995.3010

The Borra Center Building Coordinator is responsible for the overall operations of the Borra Center. Contact Coordinator with questions regarding the daily operations, events, maintenance issues, and other needed information.

2.5. Rhodes State College Home Page – www.rhodesstate.edu

Emergency information, immediate or basic information will be the Rhodes State College home page.

The Borra Center for Health Sciences Emergency Response and Safety Plan is also located on the Rhodes State College home page.

Chapter 3 – Emergency Communication

There are several avenues to obtain information during an emergency, report an emergency, or call for assistance for an emergency.

3.1 Rhodes Alert

The Rhodes Alert system is a communication system that allows Rhodes State College officials to communicate important emergency, safety, and college operation information immediately and directly to faculty, staff and students. Information will come to individuals via text, email or office phone.

Faculty and staff's Rhodes's email and office phone are automatically registered with the Rhodes Alert System. To get Rhodes Alert information on a personal cellular phone you must sign up on the Rhodes Alert page.

Rhodes State College students must "opt-in" to the Rhodes Alert System to receive Rhodes Alert information.

Information and the process for "opt-in" or adding additional phone numbers is located on the Safety and Security Department home page. www.rhodesstate.edu/safety-and-security

3.2 Fire Alarm System

The Borra Center is equipped with fire alarm system maintained by Simplex Grinnell. In the event of a fire or need for a building evacuation, audible alarms will sound throughout the building. Simplex Grinnell will contact the Lima Fire Department and the Safety and Security Department directly in the event of a fire alarm activation. The Safety and Security Department also has the ability to communicate throughout the Borra Center via speaker system.

3.3 Telephone

Emergency information may be relayed via telephones that are located in some program and office areas at Borra Center. To ensure direct contact with the Safety and Security Department, put the department number, 419.995.8499, into a personal cellular phone.

3.4 Blue Light Emergency Phone

There are three Blue Light Emergency Phones located at the Borra Center. Two of the single push blue phone stanchions are located in the parking lots on the east side of the building and one is located on the southwest corner in front of the building. They are highly visible with a blue light located on the top of each stanchion.

Pushing the single button on the phone connects directly to the Safety and Security Department, **NOT 911**.

Chapter 4 – Employee and Student Expectations

All faculty, staff and students at Rhodes State College are responsible for the following:

- Being familiar with the **Borra Center for Health Sciences Emergency Response and Safety Plan**
- Participating in training as required.
- Know what to do in an emergency; where to shelter in place (Safe areas are) or how to evacuate the building safely.
- Be prepared to assist and help others during the emergency.
- Know when to evacuate; always when a fire alarm sounds, where to evacuate away from the building.
- Who to contact for emergency response or to gain information.

Chapter 5 – Emergency Procedures and Responses

5.1 Sheltering In Place

For most emergency situations or events, there are generally two options one has; sheltering in place or evacuation. While both are viable options, the circumstance of the emergency may dictate which option is most appropriate to use.

Some weather situations, accidents or attacks, such as biological, chemical, or radiation threats, may make going outdoors dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside. "Sheltering in place," means people make a shelter out of the place they are in or move to a designated shelter area. It is a way for people to make the building as safe as possible to protect themselves until help arrives. If there is time, shut and lock all outside doors and windows. Locking them may provide a tighter seal against the contaminant. Turn off the air conditioner or heater. Turn off all fans, too, and shut the doors.

5.2 Evacuation

The Borra Center for Health Sciences Emergency Response and Safety Plan has evacuation maps located in the document. Faculty, staff and students should familiarize themselves with these maps. **The evacuation maps are listed in Appendix C and D.**

Upon the decision to evacuate the Borra Center, notification will come from Rhodes Alert, audible alarm, public address announcement, telephone, or in person.

In preparation for the possibility of evacuation, individuals should understand the evacuation routes and know at least two ways out of the building from their regular workspace or classroom.

If notified to evacuate, faculty, staff and students should remain calm but leave quickly; walk—do not run. During the exit, quickly check nearby restrooms, copy rooms, and storage rooms for persons who may not be aware of the evacuation. Take only essential personal items; do not attempt to take large or heavy items. Close doors as you leave. Assist and accompany persons with disabilities.

Depending on the nature of the emergency, use of an elevator may be dangerous, especially if there is a possibility of becoming trapped inside due to power outage or mechanical failure. However, under some circumstances when the preferred routes of escape are blocked, it may be necessary to use elevators. On occasion, emergency personnel may operate elevators and instruct you to use it.

Once out of the building, Security Officers, Police Officers or Fire Department personnel will provide instructions to designated areas that are at least 300 feet away from the building.

5.3 Weather

Weather can change very quickly be prepared for the different types of weather emergencies that may be encounter.

Severe Weather - "*Watch*"

- Be alert to possible severe weather conditions.
- Conditions are right for severe weather. This outlines the when and where severe weather is likely to occur.
- Watch the sky and stay tuned to radio or television for information. Rhodes State College may also send out Rhodes Alerts for Severe Weather, including snow emergencies and road conditions.

Severe Weather - "*Warning*"

- Indicates imminent danger to life and property to those in the path of the storm or hazard.
- All outdoor and open area activities should be closely monitored and suspended, if possible, until the threat has passed.
- Be alert when severe weather is confirmed to be in the area and has been sighted.
- Be prepared and close enough to a permanent building to allow access with short notice.

TORNADO WATCH AND TORNADO WARNING

Tornadoes can occur throughout the year, but Ohio's peak tornado season is April through July.

A **tornado watch** means weather conditions are favorable for a tornado to develop.

A **tornado warning** means a funnel cloud or tornado has been sighted by a qualified spotter or has been detected on radar.

If weather conditions are threatening, seek safety immediately and take necessary actions to protect life and property. Listen to a NOAA (National Oceanographic and Atmospheric Administration) weather radio or local TV or radio station for continued weather reports.

Individuals can prepare for tornado emergencies by keeping a NOAA weather radio or battery-powered radio in the office and by identifying the best tornado shelter locations before a warning occurs.

WHAT TO DO IN A TORNADO WATCH

- Be prepared to seek shelter.
- Determine the location of the nearest shelter. Familiarize yourself with the Borra Center building maps. **Appendix A and B**
- Listen to TV or radio for further weather reports. Monitor cellular phone for Rhodes Alert information.
- Realize the next step could be a warning.
- Be aware of your surroundings.
- Advise others of severe weather conditions.
- If weather grows threatening, **SEEK SHELTER** even if you hear no tornado warnings.

WHAT TO DO IN A TORNADO WARNING

Remain calm. Follow the Security Officer's directions and/or Rhodes Alert information.

Follow the Borra Center building maps to the 1st floor shelter in place areas. **The shelter in place areas are highlighted on the campus maps in Appendix A and B.**

If notified of a tornado warning, **PROCEED IMMEDIATELY** to a windowless interior room of the basement or the lowest level of the building.

- **USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY.**
- Stay away from windows, glass, stairwells, and unsecured objects.
- Stay tuned to a local media outlet for notification of an "all-clear."
- In the event of an emergency, call the Safety and Security Department at 419.995.8499.

IF OUTDOORS IN A TORNADO WARNING

- **SEEK SHELTER IMMEDIATELY.**
- Lie in low-lying ditch, culvert, or at low land levels.

- Protect your face and head.

5.6 Fire

In case of fire call 911 then the Safety and Security Department at 419.995.8499 as you are exiting the area or building.

IF YOU DISCOVER A FIRE

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit
- Call 911 and then the Safety and Security Department at 419.995.8499
- Use fire extinguisher **ONLY IF** trained in its proper use.

IF IN DOUBT ABOUT THE SERIOUSNESS OF THE FIRE

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911 then the Safety and Security Department at 419.995.8499.
- Stay 300 feet from the building and emergency equipment.
- Do not reenter the building until instructed by Fire, Police or Security personnel.

IF A FIRE ALARM IS ACTIVATED

- Evacuate building immediately; close doors behind you.
- DO NOT try to save belongings, files, or equipment.
- DO NOT go to the basement.
- DO NOT use elevators.
- Help people with disabilities leave the building.
- Tell Fire personnel or Rhodes State Security the location of disabled persons or other people remaining in the building.
- Proceed to a point at least 300 feet away from the building.
- Stay clear of firefighting equipment.
- If you activated the fire alarm, meet with Fire, Police or Security personnel to identify the location of smoke or fire.

Fire Extinguishers and alarm pull stations are located throughout the Borra Center. **See Appendix A and B**

5.5 Medical Emergencies

Medical emergencies can happen at any time. No medical emergency is a small emergency; always contact the proper medical personnel to respond to the emergency.

Medical emergencies may include any life-threatening situation, including the following:

- Broken bones
- Cessation of breathing
- Chest pain
- Excessive bleeding
- Eye injuries
- Head injury
- Heat stroke/heat exhaustion/heat cramps
- Inhalation of a toxic substance
- Lacerations
- Seizure
- Serious allergic reactions
- Unconsciousness

If you or someone in your office/class experiences a medical emergency, call 911 **then** 419.995.8499 immediately. Rhodes State Security will assess the situation and provide required services.

If not properly trained, do not try to render any first aid or use CPR before assistance arrives. If CPR is needed and you have training in CPR, use CPR. If trained in first aid, use that training based on what the situation requires.

Do not move a victim unless safety dictates.

The Borra Center has an AED (Automated External Defibrillators) on the 1st floor of the building. If a person is in cardiac arrest, the AED can analyze a patient's need for electroshock treatment and administer the shock automatically.

There is a medical first aid bag located at the Security Desk in the main lobby of the Borra Center.

5.6 Active Shooter/Killer

If you witness the start of an active shooting incident or have any prior knowledge of a potential threat to the Borra Center or Rhodes State College, contact the Safety and Security Department immediately, 419.995.8499

An active shooter/killer is a person who is actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters/killers use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the assault and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who are in an active shooter/killer situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter/killer is dictated by the specific circumstances of the encounter, bearing in mind there could be more than one person involved in the same situation. If you find yourself involved in an active shooter/killer situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

Remember- Run, Hide, Fight

RUN and escape – Best option if possible

- Getting away from the aggressor is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the aggressors view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and barricade doors, close blinds, and turn off lights.
- Do not hide in groups, spread out along walls or hide separately to make it more difficult for the aggressor.
- Try to communicate with police silently. Use text message or social media, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the aggressors view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the attacker.
- Recruit others to ambush the aggressor with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the aggressor.
- Throw items and improvise weapons to distract and disarm the aggressor.

In an active shooter/killer situation, survival is the main goal.

Safety and Security Department officers training in Run-Hide-Fight. Contact them at 419.995.8499 to discuss setting a safety training.

5.7 Workplace Violence

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

Risk Factors That Contribute to Workplace Violence

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

Preventing Workplace Violence

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention training that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- Become acquainted with Rhodes State Security officers; do not hesitate to call for help.
- Remember—a safe workplace is everyone's responsibility.
- Contact the Rhodes State Security Department at 419.995.8499 or (8499) to report an incident.

5.8 Suspicious/Unusual Person

Report any suspicious/unusual persons in or around the Borra Center immediately notify the Security Officer located in the main lobby of the Borra Center or call the Safety and Security Department at 419.995.8499. If you are away from the Borra Center call 911.

5.9 Robbery

If involved in a robbery situation at the Borra Center or in the general area, remain calm and cooperate. When it is safe to do so call 911 and the Safety and Security Department at 419.995.8499. Be prepared to provide as much information as possible. Do not attempt to negotiate or argue with the person(s) involved.

5.10 Students in Crisis

For immediate assistance, contact the Safety and Security Department 419.995.8499.

Faculty and staff with concerns of a student should contact the Rhodes State College Dean of Students, 419.995.8049. Faculty and staff can also file a report on line at the Rhodes State College Home page. Click on the "My Rhodes" section and then click on the "Employees portal". Scroll down and click on the "Report an Incident" tab.

5.11 Power Outage

In the event of a power outage, immediately contact the Safety and Security Department 419.995.8499 or the Borra Center Building Coordinator, 419.995.3010 immediately. Power outages can last a short time or an extended time. Rhodes State College will notify faculty, staff and student in any power outages that will/can directly affect building operation and classroom activities.

5.12 Maintenance Issues

Immediately contact the Safety and Security Department 419.995.8499 or the Borra Center Building Coordinator 419.995.3010 of any maintenance issues at the Borra Center.

5.13 Emergency Closing

The emergency closing of the Borra Center or Rhodes State College may occur because of numerous circumstances or conditions. The Rhodes State College Administration will evaluate those circumstances and conditions to determine a course of action.

The decision to close for a full day or to delay the opening of the Borra Center or main campus, until another designated time will be determined by the President of Rhodes State College or their designee.

Faculty, staff, and students will be notified of any Borra Center or campus closure through Rhodes Alert, and possibly via email, telephone, social media or local news media.

Chapter 6 – Training and Plan Maintenance – 419.995.8499

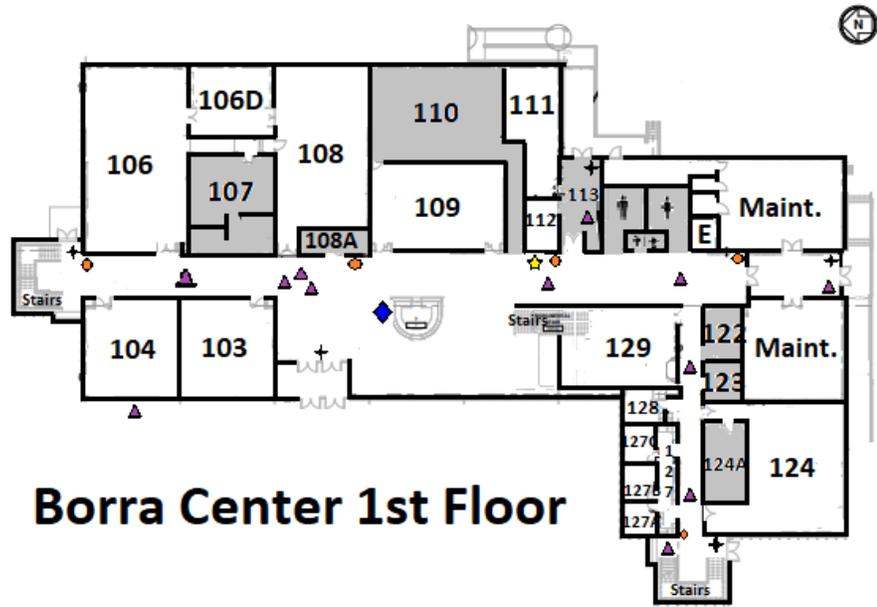
Safety and Security, with the assistance of the Borra Center Building Coordinator, will provide training on the Borra Center for Health Sciences Emergency Response and Safety Plan to faculty, staff and students on a yearly basis; pre- scheduled and as requested.

Safety and Security will review the Borra Center for Health Sciences Emergency Response and Safety Plan once a year.

Questions about the Borra Center Emergency Response and Safety Plan please contact the Safety and Security Department.

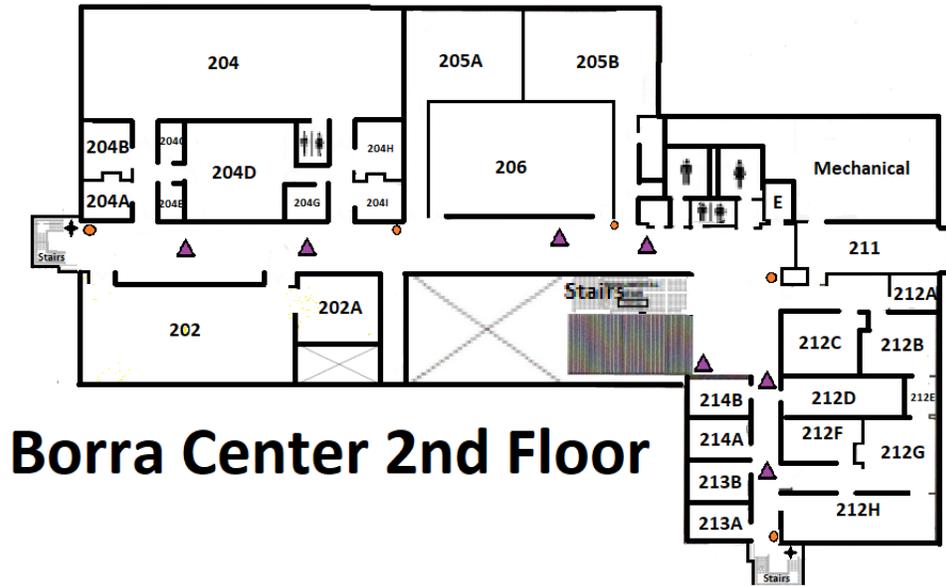
Appendix A

-  Shelter Area
-  First Aid Kit
-  AED
-  Fire Pull Station
-  Fire Extinguisher
-  Camera

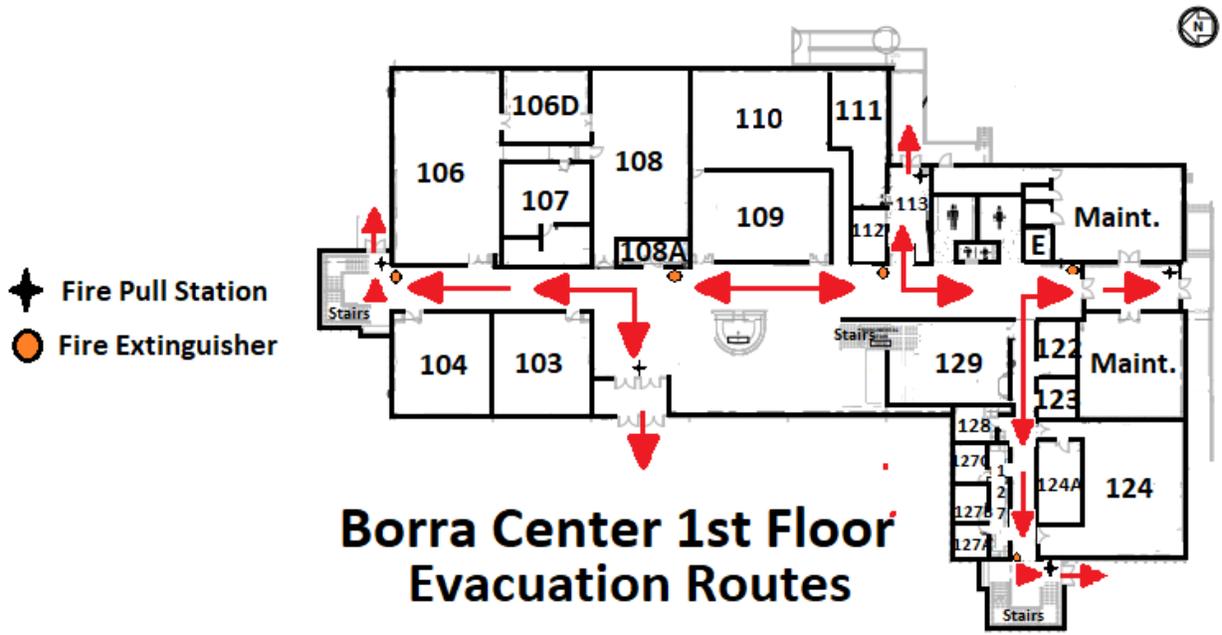


Appendix B

- ☐ Shelter Area
- ◆ First Aid Kit
- ★ AED
- ✦ Fire Pull Station
- Fire Extinguisher
- ▲ Camera



Appendix C



Appendix D

- ✦ Fire Pull Station
- Fire Extinguisher

